



**SUPERIOR COURT OF CALIFORNIA
COUNTY OF MENDOCINO
CLASSIFICATION SPECIFICATION**



CLASS TITLE:	ACCOUNTING CLERK III
CLASS CODE:	092656
REPORTS TO:	FISCAL MANAGER OR DESIGNEE
FLSA STATUS	N

Descriptions provided at the higher-level build on and include all of the skills listed for the previous levels within the Account Clerk Series. Some of the requirements listed for a level may not be representative of all employees at that level. Employees at one level may have some of the requirements associated with a higher level.

JOB SCOPE AND DISTINGUISHING FEATURES:

The Account Clerk III is an advanced level within the series exercising a detailed subject matter knowledge of specific bookkeeping program area or a specialized statistical or record keeping system. Incumbents in this class work with independent judgment and discretion and make decisions which have the effect of finality, determines and schedules work priorities within defined job responsibilities. Resolves exceptions with supervisor's concurrence. May serve as lead worker, coordinate work activities with others or provide training and guidance. The Account Clerk series is distinguished from other clerical series in that a significant percentage of work is directly related to the review, processing and maintenance of fiscal transactions and accounts and/or statistical data and records.

Impact is considerable and affects workflow and the quality or timeliness of internal/external customer service. Completes a broad variety of non-routine assignments across accounting functions. Requires on the job training and or some outside training.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Maintains complex financial records and checks financial transactions; assists in the development and procedures methods; prepares financial and statistical statements and reports.

Makes computations applying varied formula and percentage tables and exercises independent judgment in applying general guides; prepare and gather information from other agencies/departments discusses complex procedural problems and reconciles differences in established records.

Assists in completing various accounting projects by conducting research, gathering information and statistics and generating reports.

Posts and balances accounts, prepares reports, apportions funds, prepares entries and reconciles with general ledger, corrects errors and/or deposits funds.

May be assigned as the principal assistant to Payroll in the keeping of personal and time records, preparation and input of payroll documents and reports.

Receives and processes requests for travel expense and reimbursement following Court Travel Policies and Procedures.

Tracks management training.

Processes and audits accounts payable: Code accounts distributing ledger charges according to the functions of the various programs, checking for accuracy of data and adherence to Court policies and procedures; posts data to records; checks and balances totals.

Answers inquires related to department records, accounts and program; works with the public and or other agencies in receiving complaints and attempting to resolve them; explains rules, policies, and procedures; explains the proper use and completion of forms and documents relating to the department.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)(Continued)

May serve as lead worker, including: training in job skills, assigning and directing work, making recommendations in performance appraisal and reporting problems to the supervisor.

Types various financial records or other correspondence.

Researches and corrects errors.

Enters and retrieves information from a computer terminal using a variety of software including spreadsheet programs and data bases; uses the computer system to retrieve a variety of reports.

ADDITIONAL JOB FUNCTIONS (NOT CONSIDERED ESSENTIAL)

Files and retrieves documents in an orderly fashion so that materials can be easily located.

Disseminates a variety of information to various agencies, divisions, via telephone, employee meetings, mail or fax.

May serve as backup for other positions within the department.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer and/or Terminal Typewriter Postage Machine

General Office Equipment: Adding Machine, Copier, and Printers

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School education or equivalent

Three or more years of experience performing book keeping/accounting functions; or,

A combination of education, training and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Possession of a California Driver's License or the ability to travel from one court location to another as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Policies and procedures, codes, ordinances and departmental operating standards in assigned department.

Principles and practices of governmental accounts maintenance and operations, including accounts payable, accounts receivable, auditing and payroll procedures and laws.

Basic principles and practices of accounting.

KNOWLEDGE, SKILLS, AND ABILITIES: (Continued)

Record keeping, report preparation, filing methods and records management techniques.

Basic budgetary principles and practices.

Customer service techniques.

Correct English usage (in writing and spoken), including spelling, grammar, punctuation, and vocabulary.

General office procedures, policies and practices, as well as knowledge of compute and other general office equipment.

Applicable state, federal and local ordinances, laws, rules and regulations.

Standard business arithmetic, including percentages and decimals.

All computer applications and hardware related to performance of the essential functions of the job.

Skill in:

Using tact, discretion, initiative and independent judgment within established guidelines.

Analyzing and resolving office administrative situations and problems.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing, assigning, leading and reviewing the work of staff.

Using a typewriter and/or word processing software and equipment.

Operating and routine maintenance of general office machines such as copiers, facsimile machines (FAX), and telephone systems.

Using a computer to accurately and rapidly enter and retrieve data and information.

Communicating orally with internal staff, citizens, and other department information in a courteous manner.

Mental and Physical Abilities:

Ability to work rapidly and accurately in a fast paced, high-pressure environment.

Ability to communicate effectively and deal with people of diverse socioeconomic backgrounds and temperaments.

Ability to demonstrate tact and diplomacy.

Ability to read and comprehend instructions, routine correspondence and memos.

Ability to understand and carry out oral and written instructions.

Ability to establish and maintain effective, professional working relationships with others.

Ability to deal with problems involving several concrete variables in standardized situations.

Ability to ascend and descend stairs while carrying files, exhibits, documents, case buckets, supplies, equipment, etc.

While performing the essential functions of this job, the incumbent is regularly required to sit, use hands to finger, handle, or feel objects, to reach with hands and arms, and speak and hear.

Physical ability to lift light articles, sometimes weighing up to 20 pounds and carrying of objects weighing up to 20 pounds; pushing and/or pulling objects weighing up to 20 pounds. Some duties may require carrying files through hallways and negotiating stairs

Lifting positions may be from the floor to the waist, and/or from the waist to an overhead position.

Working Conditions:

Work is performed in an office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically quiet, but may be loud at times and at some locations.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.